

Full-Time Wait Staff for Senior Diplomatic Residence

Salary range: RMB 4,000-4,800

Seeking a full-time employee to carry out general wait staff duties and must be very customer service oriented. This position performs tasks such as setting up for functions, greeting guests, serving beverages and meals for family and guests at official functions, and other duties as assigned. Wait staff will work both at the residence and other locations as designated. Employee is responsible for maintaining the cleanliness of the public function area.

A. Primary Duties

1. Assists in all aspects of event preparation and execution including, but not limited to setting up for all functions, serving as wait staff for greeters, and cleaning up.
2. Assists in food preparation as requested by Employer/Supervisor.
3. Performs general housekeeping tasks such as household cleaning, dusting, vacuuming, and other duties as assigned.
4. Responsible for the orderly condition, cleanliness, and basic maintenance of assigned residence areas.

B. Additional Duties

1. Cares for Employers pets as requested.
2. Assists with other Embassy events in various locations around Beijing as directed by Employer/Supervisor.
3. Participates in training sessions as required by Employer/Supervisor.
4. Other duties as assigned.

***** Please note that this position does not include housing*****

How to Apply: Interested candidates need to submit a current resume including information demonstrating how their experience meets the requirements, a copy of their passport showing Chinese Government approval to permanently and legally reside and work in China or a copy of their Chinese identity card, and three references to: DiplomaticResidenceManager@gmail.com no later than **March 17, 2015**.

招聘全职高级外交官官邸招待员

薪资范围：人民币 4,000 元-4,800 元

招待员负责常规的招待工作，必须具备良好的服务意识。其工作内容包括为官邸进行的社交活动做准备、接待宾客、在正式场合为家庭和宾客提供就餐服务及其他指定工作。招待员须在官邸和其它指定地点工作。招待员负责维护官邸公共区域的整洁卫生。

主要工作职责：

- 在招待会的准备工作和进行中协助各项工作，包括但不限于：设置各项设备，公务迎宾，清理以及被安排的其他工作
- 根据雇主或主管的要求，协助准备食物
- 负责常规家务工作，包括：家庭日常清洁工作，除尘吸尘以及其他指定的工作
- 保证官邸的整洁整齐并负责官邸指定区域的基本维护和保养工作

其他工作职责：

- 按照雇主要求照看宠物
- 根据雇主或主管的要求，协助其安排在北京各地区举办的各项使馆活动
- 参加雇主或主管安排的培训
- 完成被安排的其他工作

***** 请注意此职位不提供住宿*****

如何申请：对此职位感兴趣的申请人可将本人最新简历，包括符合此职位要求的工作经验，中国政府批准在中国永久合法居住和工作的护照复印件，或本人身份证复印件，以及三名工作推荐人的信息发送至 DiplomaticResidenceManager@gmail.com，截止日期为 **2015 年 3 月 17 日**。